CHAPTER 5:

NOTIFICATIONS

PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message:

SP100A SP100AO 08/02/2000 T	TOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 INQUIRY MENU 16:43:13				
<pre></pre>	> PAYMENT REQUEST STATUS INQUIRY PROMPT > ACCOUNT BALANCE INQUIRY PROMPT > ACCOUNT STATEMENT INQUIRY PROMPT > AUTHORIZATION TRANSACTION INQUIRY PROMPT > ACCOUNT PROFILE INQUIRY > FEDERAL PROGRAM AGENCY INQUIRY > PAYMENT REQUESTOR INQUIRY > RECIPIENT ORGANIZATION INQUIRY > CFDA INQUIRY > ALC INQUIRY > RETURNED PAYMENT INQUIRY PROMPT > BOOK ENTRY ADJUSTMENT INQUIRY PROMPT > INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT 4> SUPER USER INQUIRY				
F2=EXIT	ENTER SELECTION NUMBER: PRESS ENTER F5=MAIN AATION HAS UNREAD NOTIFICATION MESSAGES				

LIST OF NOTIFICATIONS

The following table shows the current list of notifications that a Federal Program Agency, a Recipient Organization, and a Payment Requestor may receive. State Super Users receive the same notifications as Requestors and Recipients with an organization type of State Agency in their states.

	Online Notifications					
Msg ID	Message Receivers	Short Name	Message Text			
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.			
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.			
0004	Agencies	FILE REJ	THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER @DATE @FILE REJECT REASON: @RESN			

	Online Notifications				
Msg ID	Message Receivers	Short Name	Message Text		
0005	Agencies	ACCT REJ	THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN @DATE @FILE @FPA RECIPIENT ID ACCOUNT ID CHANGE TYPE		
			@ROID @ACCT @ACTN REJECT REASON: @RESN		
0006	Agencies	AUTH REJ	THE FOLLOWING BATCH AUTHORIZATION TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.		
			FILE DATE FILE NUMBER AUTH EFF. DATE @DATE @FILE @EFDT		
			FPA/RGN RECIPIENT ID ACCOUNT ID INCR/DECR @FPA @ROID @ACCT @INDC		
			AUTHORIZATION AMOUNT: @AUAM		
			REJECT REASON: @RESN		

	Online Notifications						
Msg ID	Message Receivers	Short Name		Message Text			
0007	Agencies Requestors	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY ACH. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:				
			FEDERAL AGENCY	RECIPIENT ID	ACCOUNT ID		
			@FPA	@ROID	@ACCT		
			REQUEST DATE REQUEST AMOUNT REJECT DATE				
			@RQDT	@AMT	@DATE		
0008	Agencies Requestors Recipients	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY FUNDS. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:				
			FEDERAL AGENCY	RECIPIENT ID	ACCOUNT ID		
			@FPA	@ROID	@ACCT		
			REQUEST DATE REQUEST AMOUNT REJECT DATE				
			@RQDT	@AMT	@DATE		
0009	Agencies Recipients	RET CLASFD	A RETURNED PAYME FOLLOWING ACCOU		LASSIFIED TO THE		
	Requestors		FEDERAL AGENCY	RECIPIENT ID	ACCOUNT ID		
			@FPA	@ROID	@ACCT		
			CLASSIFIED AMOUNT	Γ CLAS	SIFIED DATE		
			@AMT	@	DATE		
			THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN INCREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAV QUESTIONS.				

	Online Notifications					
Msg ID	Message Receivers	Short Name	Message Text			
0010	Agencies Recipients Requestors	RET RECLS	A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT RECLASSIFIED AMOUNT RECLASSIFIED DATE @AMT @DATE THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.			
0011	Agencies	PMT REV	PAYMENT REQUEST(S) DATED @RQDT AGAINST YOUR AGENCY'S ACCOUNT(S) ARE AWAITING AGENCY REVIEW.			
0012	Requestors	NEW AGNCY	THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR YOUR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP: AGENCY LOCATION CODE/REGION: @FPA AGENCY NAME: @NAME			
0013	Requestors Recipients	NEW ACCT	NEW ACCOUNT(S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY @FPA .			

	Online Notifications					
Msg ID	Message Receivers	Short Name	Message Text			
0014	Requestors Recipients	CHG ACCT	FEDERAL AGENCY @FPA HAS MADE CHANGES TO THE FOLLOWING ACCOUNT:			
			RECIPIENT ID ACCOUNT ID			
			@ROID @ACCT			
			YOU MAY USE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE ACCOUNT.			
0015	Requestors Recipients	AUTH CERT	FEDERAL AGENCY @FPA HAS CERTIFIED AN AUTHORIZATION TO THE FOLLOWING ACCOUNT:			
			RECIPIENT ID ACCOUNT ID			
			@ROID @ACCT			
			EFFECTIVE INCREASE/ AUTHORIZATION DATE DECREASE AMOUNT			
			@DATE @ACTN @AMT			
			YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE AUTHORIZATION.			
0016	Requestors Recipients	PMT REVIEW	FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE:			
			REQUEST DATE #ITEMS REQUEST AMOUNT ACTION			
			@RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ			
			YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.			

	Online Notifications					
Msg ID	Message Receivers	Short Name	Message Text			
0017	Requestors Recipients	PMT CANNED	FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST:			
			REQUEST SETTLEMENT REQUEST DATE AMOUNT			
			@RQDT @STDT @AMT			
			IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.			
0018	Requestors Recipients	AGNCY REV	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.			
0019	Requestors Recipients	RO REVIEW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.			
0020	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.			
0021	Requestors Recipients	AGNCY REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.			

	Online Notifications				
Msg ID	Message Receivers	Short Name	Message Text		
0022	Requestors Recipients	ROID REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.		
0023	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.		
0024	Requestors Recipients	ACCT DET	ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT: FEDERAL PROGRAM AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT ID: @ACCT YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.		

	Online Notifications				
Msg ID	Message Receivers	Short Name	Message Text		
0025	Agencies	DET REJ	THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN CHANGE TYPE @DATE @FILE @FPA @ACTN RECIPIENT ID ACCOUNT ID ACCOUNT DETAIL ID @ROID @ACCT @ACDL REJECT REASON: @RESN		
0026	Requestors Recipients	MAX DRAW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.		
0027	Requestors Recipients	AUTH XFER	THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE. YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.		



In this section, users will learn how to use the Notification feature.	Review the following example.

STEP 1: ACTION

On the Main Menu, type 7 for Notifications and press Enter.

SP010A SP010AO 08/31/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/3 MAIN MENU SELECTIONS HH:M	•
	<pre><1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS</pre>	
ORGANIZATION	ASAP ID ACCESS CODE ENTER SELECTION NUMBER: 7 PRESS ENTER	
F2=EXIT		

STEP 1: RESULT

The Notification List appears.

SP265A SP265AO 08/31/20		AUTOM	-	APPLICATION FOR ATION LIST	PAYMENTS	08/31/00 HH:MM:SS
SELECT	<s> TO R</s>	EAD			PAGE 1	OF 1
S DATE/	TIME S	ENT	SENDER ID	SENDER SHRT NAME	DATE/TIME	READ READ BY
_ 08/3	31/2000	10:46	SYSTEM	PMT REV		
_ 08/2	27/2000	15:05	SYSTEM	FILE REJ	08/30/20	000 15:05 E1XXX01
_ 08/1	10/2000	11:59	SYSTEM	RET RECLS		
_ 08/1	10/2000	16:24	SYSTEM	ACCT REJ		
		F5=	-MAIN			

STEP 2: ACTION

On the Notification List choose which notification you would like to view the Detail on by placing an 'S' in the SELECT field and pressing ENTER.

SP2	SP265A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/31/00 SP265AO NOTIFICATION LIST HH:MM:SS 08/31/2000 T							
SEL	SELECT <s> TO READ PAGE 1 OF 1</s>							
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY		
_	08/31/2000	10:46	SYSTEM	PMT REV				
-	08/27/2000	15:05	SYSTEM	FILE REJ	08/30/2000 15:0	5 E1XXX01		
S	08/10/2000	11:59	SYSTEM	RET RECLS				
_	08/10/2000	16:24	SYSTEM	ACCT REJ				
	F5=MAIN							

STEP 2: RESULT

The Notification Detail you specified appears.

SP270A SP270AO 08/31/2000 T	AUTOMATED S	STANDARD APP: NOTIFICATION	LICATION FOR PAYM	MENTS	08/31/00 HH:MM:SS		
3 OF 4 MESSAG	10/2000 59:22	SENDER LOG	ON: SPPM305U	SENDER ASAP SHORT NAME:			
A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:							
FEDERAL AGENCY R	_	ACCOUNT ID F1R10002	RECLASSIFIED AMO \$100,000.00		IED DATE 0/2000		
THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. F7=PREV F8=NEXT F11=LIST							
I0122 NOTIFICA	TION DISPLAY		v 1 0 112111	111-			

STEP 3: ACTION

To view more Notifications addressed to your organization press the F8=NEXT key to see the next available notification.

08/31/00 SP270A AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP270AO NOTIFICATION DETAIL HH:MM:SS 08/31/2000 T 3 OF 4 MESSAGES DATE SENT: 08/10/2000 SENDER LOGON: SPPM305U SENDER ASAP ID: SYSTEM TIME SENT: 11:59:22 SHORT NAME: RET RECLS MESSAGE ID:0010 MESSAGE TEXT: A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID RECLASSIFIED AMOUNT RECLASSIFIED DATE 11000001 0101111 F1R10002 \$100,000.00 08/10/2000 THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. F7=PREV F8=NEXT F11=LIST I0122 NOTIFICATION DISPLAYED.

STEP 3: RESULT

You are then presented with Notification 4 of 4. You may use F7=PREV to review previous notifications.

SP270A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/31/00 SP270A0 HH:MM:SS NOTIFICATION DETAIL 08/31/2000 T 4 OF 4 MESSAGES DATE SENT: 08/10/2000 SENDER LOGON: SPPM065U SENDER ASAP ID: SYSTEM TIME SENT: 16:24:11 SHORT NAME: ACCT REJ MESSAGE ID: 0005 MESSAGE TEXT: THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN RECIPIENT ID ACCOUNT ID CHANGE TYPE 08/09/2000 XXXX 11000001 0101111 F1R10002 XXXXX REJECT REASON: XX F7=PREV F11=LIST I0122 NOTIFICATION DISPLAYED.

STEP 4: ACTION

To get back to the Notification List, press F11=LIST.

SP270A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/31/00 SP270AO NOTIFICATION DETAIL HH:MM:SS 08/31/2000 T 4 OF 4 MESSAGES DATE SENT: 08/10/2000 SENDER LOGON: SPPM065U SENDER ASAP ID: SYSTEM TIME SENT: 16:24:11 SHORT NAME: ACCT REJ MESSAGE ID: 0005 MESSAGE TEXT: THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN RECIPIENT ID ACCOUNT ID CHANGE TYPE 08/09/2000 XXXX 11000001 0101111 F1R10002 XXXXX REJECT REASON: XX F11=LIST F7=PREV 10122 NOTIFICATION DISPLAYED.

STEP 4: RESULT

The Notification List appears allowing for the selection of another Notification or access to the Main Menu.

SP265A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/31/00 SP265AO NOTIFICATION LIST HH:MM:SS 08/31/2000 T							
SELECT <s> TO READ PAGE 1 OF 1</s>							
S DATE/TIME	SENT	SENDER ID	SENDER SHRT	NAME	DATE/TIME READ	READ BY	
_ 08/31/2000	10:46	SYSTEM	PMT REV				
_ 08/27/2000	15:05	SYSTEM	FILE REJ		08/30/2000 15:	05 E1XXX01	
_ 08/10/2000	11:59	SYSTEM	RET RECLS	08/31	/2000 15:20 E1	XXX01	
_ 08/10/2000	16:24	SYSTEM	ACCT REJ		08/31/2000 15:	20 E1XXX01	
F5=MAIN							

STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

SP265A SP265AO 08/31/2000 T	AUTOMA	AUTOMATED STANDARD APPLICATION FOR NOTIFICATION LIST			PAYMENTS 08/3: HH:MI		
SELECT <s> TO READ PAGE 1 OF 1</s>							
S DATE/TIME	SENT	SENDER ID	SENDER SHRT	NAME	DATE/TIME READ REA	AD BY	
_ 08/31/2000	10:46	SYSTEM	PMT REV				
_ 08/27/2000	15:05	SYSTEM	FILE REJ		08/30/2000 15:05	E1XXX01	
_ 08/10/2000	11:59	SYSTEM	RET RECLS	08/31	/2000 15:20 E1XXX01		
_ 08/10/2000	16:24	SYSTEM	ACCT REJ		08/31/2000 15:20 I	E1XXX01	
F5=MAIN							

STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.

SP010A SP010AO 08/31/2000 T	AUTOMATED STANDARD APPLICATION FO	R PAYMENTS	08/31/00 HH:MM:SS
	<pre><1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS</pre>		
ORGANIZATION A F2=EXIT	ENT	ER SELECTION NUMBER: SS ENTER	